

**ORDER**

**1110.30C**

**COMMITTEE MANAGEMENT**



**October 20, 1997**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

## FOREWORD

This order prescribes policy and procedures, delegates authority, and assigns responsibilities for ensuring effective use of agency committees. This order provides guidance to determine the need for a committee. A committee must be formally established by the approving authority who states the committee is necessary. Should a committee be needed, this order provides guidance when establishing and documenting a committee, and the order contains procedures for maintaining records of the committee. This revision incorporates committee management policies and procedures of the Department of Transportation (DOT).

This order provides instructions for complying with Public Law 92-463, Federal Advisory Committee Act (FACA), as amended, concerning advisory committees. Congress did not intend for FACA to apply to every formal and informal consultation between an agency (employees of the agency) and a group outside the Federal Government when that group provides advice to the agency. For FACA to apply, an agency must call into existence an advisory group that has, in large measure, an organized or formal structure, a fixed membership (comprised of at least one member who is not a full-time Federal employee), and a specific purpose (such as providing advice or recommendations to an agency official on an identified government policy). FACA applies when the agency "utilizes" existing groups, such as industry groups and associations or subgroups, in a manner that denotes management or control of the advisory group by agency officials. Regularly scheduled or recurrent meetings with such a group which provides a consensus view of the group would create a preferred source of advice and thus FACA would apply.

FACA does not apply to a meeting or series of meetings which are open to the public and for which the public has received advance notice and in which FAA is not seeking advice and recommendations. An agency may hold a one-time meeting with an advisory group for the purpose of obtaining the views of individual attendees, rather than the consensus view of the group.

If problems arise which may not be sufficiently described in this order, consult your Committee Management Officer or the Office of Business Information and Consultation for assistance.



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Administrator

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